AMMIS Interface Standards Document

10/3/2012

Alabama Medicaid Agency
501 Dexter Avenue
Montgomery, Alabama 36104

HP Enterprise Services
301 Technacenter Drive
Montgomery, Alabama 36117

Version 1.4

Table of Contents

1. Document Control

The latest version of this document is stored electronically. Any printed copy has to be considered an uncontrolled copy.

1.1 Document Information Page

Required Information	Definition
Document Title	AMMIS Interface Standards Document
Version:	1.2
Location:	https://pwb.alxix.slg.eds.com/alxix/QA/Developer%20Processes/
Owner:	HPES
Author:	John Evans
Approved by:	
Approval Date:	

1.2 Amendment History

The following Amendment History log contains a record of changes made to this document:

Date	Document Version	Author	Reason for the Change	Changes (Section, Page(s) and Text Revised)
05/13/2010	1.1	Jennifer Sluis	Changed EDS and Electronic Data Systems to HP Enterprise Services Added descriptions of extract files and removed file layouts.	Global
06/18/2012	1.2	Lamar Smith / John Evans	Updated per 2010 ITB Requirement 3.01.043.	Global
10/3/2012	1.3	Jennifer Sluis	Added new files for Recipient subsystem	Section 5
5/8/2014	1.4	John Evans	Added file hyperlinks	Section 5

1.3 Related documentation

Document	Description	url

2. Introduction

2010 ITB Requirement 3.01.043: The Vendor shall identify a single point of contact for all external interfaces. This point of contact shall provide prior to the start of operations written procedures on the initial set-up of interfaces, modifications to interfaces and termination of interfaces. The written procedures must contain any forms required by the vendor and identify all information that must be supplied with a timeline defined for each step. The Alabama MMIS Interface List is located in the Procurement Library. Some interfaces may be defined in the requirements for the subsystems.

An outside entity (Contractor), or a provider vendor called a Value Added Network (VAN), may require access to the Alabama Medicaid Computer Network. When approved by the Alabama Medicaid Agency, this connection would allow access to some or all of the following services:

- Alabama Medicaid Management System (AMMIS)
- Decision Support System (DSS)
- Feith Document Database (FDD)
- Interactive Eligibility
- Interactive Pharmacy Transaction Processing

The methods described herein are the preferred methods and file layouts of HP Enterprise Services (HPES) and approved by the Alabama Medicaid Agency.

2.1   Services

AMMIS and FDD information is viewed and/or updated through a thin client interface displayed in a browser window. AMMIS is compatible with Microsoft's Internet Explorer v 6.0.

FDD is compatible with Microsoft's Internet Explorer 6.0 or 7.0.

DSS has both a thin client and a fat client interface. The Contractor should discuss with the DSS team to determine which interface is best suited for the Contractor's business requirements.

Interactive Eligibility is done through the real time exchange of HIPPA compliant, X12 formatted 270/271 files. Alabama Medicaid Companion Guides are available on the Alabama Medicaid website at:

http://www.medicaid.alabama.gov/CONTENT/6.0_Providers/6.3_Companion_Guides.aspx.

Interactive Pharmacy Transaction Processing is done through the real time exchange of NCPDP version 5.1 files. Alabama Medicaid Companion Guides are available on the Alabama Medicaid website at:

http://www.medicaid.alabama.gov/CONTENT/6.0_Providers/6.3_Companion_Guides.aspx

Connectivity to any of these services is at the approval of the Alabama Medicaid Agency. Access is available through a site to site Virtual Private Network (VPN) tunnel. See Section 2 for detailed information.

2.2   File Exchange Method

The method for file exchange is Secure File Transfer Protocol (SFTP). SFTP is an encrypted method of file exchange. See Section 3 for detailed information concerning SFTP with Alabama Medicaid.

2.3   File Layout

Common files available for exchange via SFTP are in the subsystem areas of Recipient, Provider, and Claims. Section 4 of this document provides details concerning the file layouts for these areas.

3. Network Access

Access to the Alabama Medicaid Computer Network is provided through a site to site VPN tunnel. The data center housing the Alabama Medicaid Computer Network contains redundant public Internet Service Providers (ISPs) and redundant VPN hardware to provide high reliability. Traffic is exchanged through the site to site VPN tunnel using the Triple Data Encryption Algorithm (3DES) process of encryption. The Agency Contractor or VAN is required to provide a suitably sized ISP and VPN hardware to support the contractor's network.

3.1 Agency Contractors

At the request of the Alabama Medicaid Agency, HPES will establish the VPN tunnel with an Agency Contractor. The Contractor will need to complete the Site To Site VPN Technical Specifications document furnished by HPES to provide the necessary technical information for the establishment of the tunnel. Using the information from this document, HPES will provide to the contractor an encryption key and IP addresses for the necessary environments. For security purposes the encryption key is provided via a telephone call directly with the Contractor and HPES.

HPES will bill the Alabama Medicaid Agency for setup fees and quarterly charges for the Contractor's VPN tunnel. It is at the State of Alabama's prerogative how these costs are to be recovered from the Contractor. The Alabama Medicaid Agency should contact the HPES Electronic Data Interface (EDI) coordinator to begin this process.

3.2 Value Added Network (VAN)

A Value Added Network is a company providing services to Alabama Medicaid providers through interactive eligibility, interactive pharmacy transactions, or both of these interactive services. Interactive transactions are performed on a real-time basis across a site to site VPN tunnel. HPES assigns one unique port number to each VAN for eligibility and another for pharmacy. Upon request, HPES will provide the VAN with the following documents.

1. Alabama Medicaid Data Switch Agreement

   Data Switch
   Agreement Form.pdf

2. VPN Subscriber Agreement for Alabama

   VPN Subscriber
   Agreement for Alabar

3. Site To Site VPN Technical Specifications (ODC4_B2BVPN_specs)

   ODC4_B2BVPN_spec
   s.docx

4. Transaction Volume Expected

Interactive Activity
and Volumes.doc

Using the information from this document, HPES will provide to the VAN an encryption key, trading partner ID, and IP addresses for the necessary environments. For security purposes the encryption key is provided via a telephone call directly with the Contractor and HP. The setup fee and quarterly charges for the VPN tunnel are detailed in the HPES VPN Billing Agreement. HPES bills the VAN directly.

3.3   Initial Setup of VAN

The Alabama Medicaid Agency or the VAN should contact the HPES EDI coordinator to begin this process. The requestor would need to submit the four forms listed in section 2.2.

3.4   Procedures and Timing

Step	Procedure	Timing
1	Requesting VAN submits all documents to HPES EDI coordinator.	At the discretion of the submitter.
2	Data Switch Agreement is sent to Agency Fiscal Agent for approval routing.	At the discretion of the Agency
3	Upon receipt of the Agency approved Data Switch Agreement, a request is made of the EDI subsystem team to assign appropriate ports for the VAN.	2 business days
4	The ODC4_B2BVPN specs document is updated with the necessary IP addresses and ports, then submitted in a ODC Request Ticket to add the necessary routes and permissions for access	1 business day
5	HPES ODC Network staff completes request, contacts requestor directly with encryption keys and requests confirmation from requestor of a success connection.	5 business days
6	VAN sends confirmation of successful connection	At the discretion of the submitter.
7	ODC Request ticket is closed	1 business day

3.5   Modifications of VPN

Modifications to an existing VPN connection may be made by the VAN submitting only the Site To Site VPN Technical Specifications (ODC4_B2BVPN_specs) to the EDI coordinator with a written request to change their VPN connection to match the attached specifications. Steps 3 through 7 will apply from Section 2.4.

3.6   Termination of VPN

Termination of an existing VPN connection may occur due to the written request of the VAN, the Agency, or HPES in accordance with the terms of the VPN Subscriber Agreement for Alabama.

Steps 4 and 5 of the chart in Section 2.4 would apply. In cases of an emergency termination, the request maybe escalated.

4. File Exchange

Agency Contractors wishing to exchange files with Alabama Medicaid may do so using a SSH File Transfer Protocol (SFTP) method only. No other FTP process is allowed. SFTP is an encrypted, point to point transfer methodology.

It is preferred to push outbound files from Alabama Medicaid to the Contractors SFTP server and to receive inbound files as a push from the Contractor to the Alabama Medicaid SFTP server. An inbound folder will be dedicated to receiving the files from the Contractor.

At the request of the Agency, HPES will establish and exchange SFTP encryption keys and folder information with the Contractor. The Agency should contact the HPES EDI Coordinator to begin this process.

4.1 Initial Set-up of SFTP

The Alabama Medicaid Agency or the Agency Contractor should provide the SFTP Request form to the business analyst or developer assigned to the change order associated with the SFTP requirement:

Alabama Medicaid
SFTP Setup Request I

4.2 Procedures and Timing

Step	Procedure	Timing
1	Requesting contractor submits request to HPES staff assigned to relevant change order.	At the discretion of the submitter.
2	HPES staff member submits a Service Desk ticket with SFTP request attached.	2 business days
3	SFTP access and folders are established. Username and password is provided back to HPES staff member who made request.	3 business days
4	HPES staff member communicates username and password to requesting contractor and request confirmation of successful connection	1 business day
5	Requesting contractor confirm success connection	At the discretion of the submitter.

4.3 Modifications to SFTP connection

Modifications to an existing SFTP connection may be made by the Agency or the contractor submitting a SFTP request form to the HPES staff member associated with the relevant change order. See section 3.2 for the procedures and timing of a modification request.

4.4   Termination of SFTP

Termination of an existing SFTP connection may occur at the written request of the Agency contractor or the Agency. See section 3.2 for the procedures and timing of a termination request. In cases of an emergency termination, the request maybe escalated. HPES may also terminate a SFTP connection with any outside source deemed to pose a risk to the Alabama Medicaid environments. Notification would be provided to the Agency immediately upon such action being taken.

5. File Extracts

At the request and authorization of the Medicaid Agency, HP Enterprise Services will provide data extracts to Contractors. The following is a partial list and description of readily available extracts.

- **Daily Recipient Extract File:** This file is produced on Agency business days (generally Monday through Friday of each week, excluding State holidays.) This file contains updates that were made since the last daily extract for data including long term care, EPSDT and Managed Care enrollments.

- **Bi-Monthly or Monthly Recipient Cross Reference File:** This file is produced after each financial cycle as well as after the monthly bit cycle. It contains a cross reference of Medicaid Recipient IDs, allowing the receiving entity to take any recipient ID and identify the current, active ID.

- **Monthly Recipient Reconciliation Extract File:** This file is produced monthly, following the State's monthly eligibility updates. This file contains all data that has its source in the State's AMAES system. This includes eligibility, patient liability, retroactive eligibility as well as demographic information.

- **Monthly Eligibility Extract File:** This file is produced monthly and contains aid category and county and date periods for all active (unlinked) recipients from 10/1/2008 forward.

- **Monthly Managed Care, Long Term Care, and Waiver Data Extract File:** This file is produced monthly and contains data for all active (unlinked) recipients from 10/1/2008 forward for Managed Care, Long Term Care, Waiver, Lockin Physician and Lockin Pharmacy data.

- **Monthly Application Data Extract:** This file contains application status and dates for all active (unlinked) recipients.

- **Monthly Provider Extract File:** This file is produced following each financial cycle and contains provider enrollment information, including NPI and Medicaid Provider IDs.

- **Monthly Claims Extract:** This file is available either after each financial cycle or an entire month's worth of claims can be provided after the final financial of the month. All claims are provided in a single file, however the layouts vary slightly as follows:

    - *** Institutional Claim Header**
    - *** Institutional Claim Detail**
    - *** Dental Claim Header**
    - *** Dental Claim Detail**
    - *** Physician Claim Header**
    - *** Physician Claim Detail**
    - *** Pharmacy Claim Header**
    - *** Pharmacy Claim Detail**

The file layouts for these extracts are available upon request.